

SUPREME COURT OF INDIA

No. F.31/2020-SC(Training)
New Delhi dated 17th August, 2020

CIRCULAR

It is notified for the information of all concerned that the Competent Authority has been pleased to direct to impart Training to the Registered Clerks of Advocates-on-Record on updated version of e-filing System designed by the Registry for promoting paperless filing, processing & create time and cost saving efficiencies by adopting technological solutions to file cases before the Supreme Court of India. The training will be conducted by Officers of this Registry in **Multipurpose Hall** situated at Block-C of the Additional Building Complex, Supreme Court of India.

The training will be imparted in different batches, beginning after 2 P.M. onwards on all working days and from 10.30 A.M. on Saturdays. Dates, time and contents of training will be notified in due course.

The Registered Clerks who are desirous to undergo the training may submit their willingness on the link available on the website of Supreme Court of India i.e. www.sci.gov.in under the tab "Training to the Registered Clerks" within 10 days from the date of issuance of the Circular. The link will automatically close after last date i.e. 27.8.2020. The guidelines to fill application form for training on e-filing System are given below.

Sd/-
(Rajiv Kalra)
Registrar (CC)
17-8-2020

Sd/-
(Deepak Jain)
Registrar (Training)
17-8-2020

Copy to:-

1. The Secretary, Supreme Court Advocates-on-Record Association with a request that this may be given wide publicity for the information of the Members of the Association.
2. The President, Supreme Court Bar Clerk's Association with a request that this may be given wide publicity for the information of the Members of the Association and assist the members to send their willingness at the earliest.
3. The Branch Officer (CC) with a request to upload this Circular on Supreme Court Website.
4. All concerned.

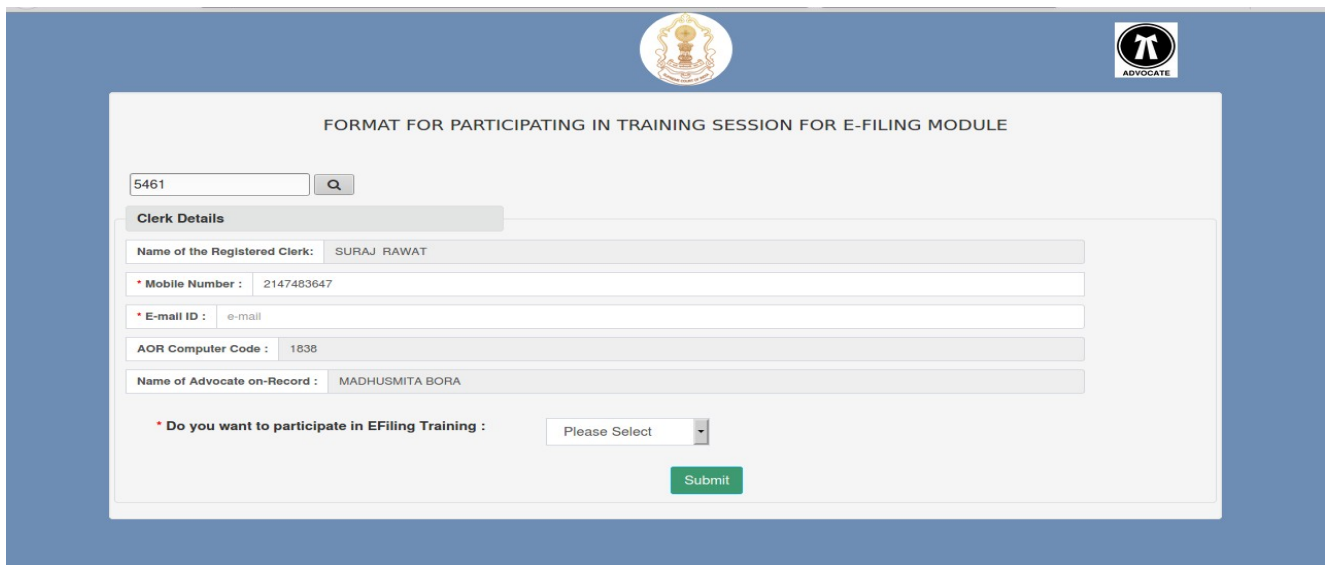
GUIDELINES TO FILL APPLICATION FORM FOR TRAINING ON E-FILING SYSTEM

1. To apply for undergoing training in updated version of e-filing System, Registered Clerk should click on the link available on the website of Supreme Court of India i.e. www.sci.gov.in under the tab "Training to the Registered Clerks"

2. On clicking the above link, the following Screen will appear:-



3. The Registered Clerk will be required to fill in his/her ID Card No. On filling the ID Card No., click on the search button which would take him/her to a new page with autofilled details of Name of the Registered Clerk, Name of Advocate-on Record with whom said Clerk is attached and Computer Code of concerned AOR. The new page will appear as follows:-



4. On the above page, the Registered Clerk will be required to fill in his/her Mobile Number and email-id and then select either 'Y' or 'N' for willing or not willing to participate in the Training. If Registered Clerk selects 'Y' for Yes and clicks on 'Submit' button only then his/her application will be accepted for Training. On selecting 'N' for No followed by clicking on 'Submit' button, he/she will not be considered for Training.

5. The Registered Clerk must fill all the requisite details carefully so that important communications, if any, should reach to him/her without fail.